

The Most Common Reasons Why Child Care Applications are Denied / Child Care Cases are Closed

1. The parent is not employed or engaged in an approved activity or approved training program.

Child care subsidies are NOT available to allow parents to search for a job.

2. Applicant failed to complete application and all required forms and submit all required supporting documentation.

It is important that you carefully read the instructions on the application and associated forms.

- All sections of the application must be completed and the last page must be signed and dated by the applicant AND the applicant's spouse, partner, or parent of the child(ren) listed on the application (if applicable).
- Carefully read the "Child Care Subsidy Application, Instructions & Forms List" to identify which additional forms you will need to complete and submit together with your application. Be sure to fully complete and submit all forms.
- Carefully read the "Documentation Required for Child Care Eligibility" sheet. Be sure to submit all required documentation together with your application.

3. The child(ren)'s legal citizenship or lawful residence status is not documented.

For each child for whom a child care subsidy is requested, the applicant MUST submit a copy of their birth certificate or other proof that the child is lawfully residing in the United States. A copy of a United States passport, or the child's Permanent Resident Card (USCIS I-551), also known as an alien registration card or "green card", is also acceptable proof. **DO NOT SEND ORIGINAL DOCUMENTS!**

4. Applicant's total family income exceeds the maximum allowable for the family size.

- a. **Be sure to include all sources of income when calculating your gross monthly income** (e.g. wages, tips, commissions, "off the books" income, child support, alimony, social security benefits including SSI, disability benefits, workman's compensation, G.I. Dependency payments, unemployment insurance benefits, union benefits, dividends/increase and/or rental/boarders/lodgers income).
- b. **Be sure you are using your "Gross income" and NOT your "Net income".** Your "Gross income" is the amount you earn BEFORE taxes and other deductions are taken out.

(NOTE: NYS Regulations do NOT allow for an applicant's household expenses (such as rent, child support/alimony, medical insurance premiums, etc.) to be deducted when calculating Gross Monthly Income.)

- c. When determining your “family size”, be sure to include all household members.
- d. Compare your Gross Monthly Income against the maximum allowable monthly income for a family of your size using the “[Gross Income Chart](#)”.

NOTE: Two maximum income levels will appear on the calculator: 165% and 200% of the NYS Income Standard. **The 165% level will apply in almost all cases.** The 200% level is only used to determine the income eligibility of families with a child in need of child care who has medically documented “special needs” that impair the child’s ability to function normally. Refer to the “Definition of Child with Special Needs in Need of Child Care” sheet if you think your child might qualify as having “special needs”.

If your income exceeds the maximum shown, your application will be denied due to “excess income”. NYS Regulations do not allow local Departments of Social Services ANY discretion in this regard. Even if your income is only slightly over the maximum shown, DSS will have no choice but to deny the application.

- 5. **The parent is participating in an approved educational/training program BUT is not employed for a minimum of 17.5 hours weekly earning at least minimum wage as required by Suffolk County DSS’ Child Care Plan.** To be eligible for a child care subsidy to attend an approved educational/training program, you must ALSO be employed a minimum of 17.5 hours weekly earning at least minimum wage. The only exception to this rule is a teenage parent still enrolled in High School. (“Teenage” means under 20 yrs.)
- 6. **In a two-parent household, only one parent is employed or engaged in an approved activity or approved training program.** In such cases, the parent who is NOT employed or engaged in an approved activity / program is considered available to provide child care thus the family is not eligible for a child care subsidy. Child care subsidies are NOT available for job search.
- 7. **In a two-parent household where both parents are employed or engaged in an approved activity or approved training program, there is NO OVERLAP in the days/hours of employment and/or participation in an approved activity/program.** To determine if/when child care services are needed, DSS compares the days and hours that each parent is employed or engaged in an approved activity / program (including transportation to and from employment or the activity/program). If there is no overlap, then child care is deemed NOT needed as there is a parent available to watch the child(ren).
- 8. **The employed parent is not “gainfully employed” as required by Suffolk County DSS’ Child Care Plan.** To be income-eligible for a child care subsidy, the employed parent must be earning at least minimum wage to be considered “gainfully employed”. If employed in an industry where tips are earned, the employees’ wages plus tips must equal at least minimum wage.